

County Clerk-Recorder

Jim McCauley, County Clerk-Recorder-Registrar of Voters

MISSION STATEMENT

To provide courteous, prompt and professional recording and elections services as required by state and federal law to the citizens and public agencies of the County with the utmost integrity, fairness, consistency, legal compliance and cost-effectiveness, using both the department's trained and committed staff and technology to advance operations.

COUNTY CLERK-RECORDER FUND 100 / 22300

	Actual 2003-04	Actuals 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
Expenditures						
Salaries and Employee Benefits	\$ 2,987,984	\$ 3,398,398	\$ 4,549,769	\$ 4,549,769	34%	\$ 4,683,273
Services and Supplies	2,523,763	2,062,542	2,448,810	2,448,810	19%	3,191,856
Other Charges	262,045	1,212,639	-	-	-100%	-
Capital Assets	480,212	-	1,564,500	1,564,500	100%	1,564,500
Intra Fund Charges	272,681	196,379	262,523	262,523	34%	297,523
Gross Budget:	6,526,685	6,869,958	8,825,602	8,825,602	28%	9,737,152
Intra Fund Credits	(180)	(41)	-	-	-100%	-
Net Budget:	\$ 6,526,505	\$ 6,869,917	\$ 8,825,602	\$ 8,825,602	28%	\$ 9,737,152
Revenue						
Taxes	\$ 4,962,951	\$ 6,693,486	\$ 4,400,000	\$ 4,400,000	-34%	\$ 4,462,898
Intergovernmental Revenue	12,783	1,036,043	1,280,162	1,280,162	24%	1,280,162
Charges for Services	2,954,091	3,366,693	3,007,819	3,007,819	-11%	3,089,712
Miscellaneous Revenue	9,366	8,834	-	-	-100%	-
Total Revenue:	7,939,191	11,105,056	8,687,981	8,687,981	-22%	8,832,772
Net County Cost:	\$ (1,412,686)	\$ (4,235,139)	\$ 137,621	\$ 137,621	-103%	\$ 904,380
Allocated Positions	55	55	63	63	15%	63

CORE FUNCTIONS

Clerk-Recorder

The department is charged with the recording and indexing of property and vital records in the County, including the issuance of certified copies of official documents, and maintaining specified registrations. These services are provided to the public and to title companies and other agencies involved in property transactions.

Elections

The department is also responsible for conducting voter registration and outreach, federal, state and local elections, and for providing related services for citizens, candidates and public officials in the County, including for cities, school and special districts.

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FY 2004-05 Major Accomplishments

- Recorded and indexed over 176,000 legal documents in 2004, indexed over 7,500 vital records, issued over 2,000 marriage licenses and issued over 10,300 vital record copies.
- Continued conversion of existing and newly recorded maps to digital format to improve storage, access, and reproduction quality for the public, and continued important conservation efforts and computerized indexing of older records.
- Legislation to allow electronic recording throughout the state has successfully passed, largely due to the efforts of the Placer County Clerk-Recorder. The Clerk's division effectively implemented restricted access to certified birth and death copies and veterans' DD-214 records, in accordance with new state laws, to help prevent identity theft.
- Conducted the November 2004 Presidential General Election with the sixth highest voter participation rate in the State; completed the November 2004 Presidential General Election canvass (election night ballot counting) just over three hours after the polls closed; continued the award winning High School Voter Outreach program; implemented Internet access to campaign financing disclosure forms, and distributed annual conflict-of-interest filing forms to more than 875 Placer County officeholders and public officials.
- Registered a record breaking 183,000 voters—adding over 18,000 registered voters to the voter rolls since the March 2004 Presidential Primary Election—resulting in nearly 245 polling places, and over 1,200 poll and other election workers for the November Presidential General Election.
- Presented the County's voting modernization plan to the State for incorporating touch screen devices that accommodate voters with specific needs, and secured funding for the County's existing optical scan voting system.

FY 2005-06 Planned Accomplishments

- Record and index an estimated 180,000 documents in 2005 while continuing to meet quality and timeliness standards; index an estimated 7,600 vital records, and issue 10,500 vital record copies while maintaining strict access control over birth, death, and recorded military records in accordance with state laws.
- Begin implementation of electronic recording with both governmental agencies and private entities; continue active participation in other Clerk-Recorder-Elections legislative efforts, and continue implementation of legislated privacy requirements.
- Conduct a successful June 2006 Gubernatorial Primary Election for an estimated 180,000 registered voters; rank among the top ten of all California counties in the percentage both of eligible voters registered to vote and registrants actually voting in the election; tabulate 99% of all non-absentee and non-provisional votes cast at precincts within three hours of the polls closing.
- Implement new touch screen voting devices for voters with special needs; receive state bond funding for the new voting technology, and continue implementation of the new federal Help America Vote Act.
- Provide candidates on the June 2006 ballot with informative workshops, efficient filing services, and campaign disclosure reminders, and provide public access to the financial disclosure statements and conflict-of-interest filings of more than 875 Placer County officeholders and other public officials, and for political campaigns and committees.
- Continue to fund all ongoing Clerk-Recorder-Elections expenditures from the revenues and fees collected by the department, with no net county cost for operations.

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Department Comments

The upcoming budget incorporates strategies to face some exciting technological advances on the horizon for both the Elections Division and the Clerk-Recorder Division.

Touch screen voting devices, required under the federal Help America Vote Act of 2002 (HAVA), are due to be implemented this year in the Elections Division. The costs associated with purchasing the equipment are estimated at \$1,375,000 and will be largely offset by reimbursements from Proposition 41 funds. The County match obligation for the Proposition 41 funds (\$1 to \$3) is estimated at \$343,750 to be offset by savings from lease costs paid off in early 2005.

Placer County voters turned out in unprecedented numbers to vote in the November 2004 Presidential Election. Voter registration is at an all time high and is a positive reflection of the County's aware and involved public. The increased demand for voter services, security and new technology have indicated a need for increased staffing in the department for the elections function. This budget addresses these staffing issues while still remaining conscientious of budget constraints.

The Recorder's Division will begin analyzing and implementing electronic recording technologies. Electronic recording is expected to greatly enhance service to the public and potentially save budget dollars through reduced mail costs and other related efficiencies. The requested budget includes additional Information Technology analytical positions to ensure secure, intelligent transitions for both the Recorder's and the Elections Divisions technological challenges.

In summary, the FY 2005-06 requested budget should allow the department to address expected workload and cost increases for both the Clerk-Recorder and Election Division operations without requiring service reductions, and will offset these increases with anticipated revenues collected. The budget provides funding for the upcoming June 2006 Gubernatorial Primary Election and scheduled special elections; acquisition of federally mandated touch screen voting devices, including the County's required share of costs; maintenance of (trust-reimbursed) conservation efforts for preserving the County's historical records; provision of effective voter and candidate services and outreach programs, and continued efforts toward initiating electronic recording and enhanced privacy protections.

County Executive Comments and Recommendations

During the current fiscal year, two position reclassifications were approved. The assistant registrar of voters was reclassified to assistant registrar-recorder and the clerk-recorder manager was reclassified to a recorder-elections manager. The recommended budget includes full funding for an additional recorder-elections manager. A second recorder-elections manager has been added with this budget.

The Department requested that four recorder-elections technician positions be added during the current fiscal year. County Executive Office (CEO) concurs with the request and full funding is recommended for next fiscal year. The department also requested the addition of three information technology (IT) analysts to assist with the implementation of a touch screen voting system and implementation of an electronic recording system. The County Executive Office concurs with this request and full funding for the positions is provided. A strategic planning process will be undertaken to link staffing increases to the implementation of plan goals and objectives identified.

The department requested funding for the purchase of a touch-screen voting system of \$1,375,000. The purchase is a requirement of HAVA. We will have to field a touch screen system by the 2006 primary election in June. State reimbursements will offset most of the costs, and the County match will be realized from early payoff of our optical scanning system, which was under lease.

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Final Budget Changes from the Proposed Budget

Driven by the State mandated special election scheduled for November 8, 2005, the County Clerk-Recorder's final budget was increased \$766,759. The final budget also reflects approved position allocation and salary adjustments within the department, and costs not related to the special election have been offset with the utilization of Trust Funds and a modest increase in revenues.

CORE FUNCTION: CLERK-RECORDER

Recording & Indexing Program

Program Purpose: To provide reliable, current, complete and accessible information to the public, lenders, agencies and other parties regarding ownership and condition of title to real property within the County, and to secure and provide copies of such other records as may be required by law to be recorded.

Total Expenditures: \$3,644,817

Total Staffing: 34.00

- **Key Intended Outcome:** Documents affecting real property are promptly and accurately recorded and indexed for use by the public, lenders, insurers, and other agencies and parties.

Recording & Indexing Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
% of property documents presented for recording that are indexed and verified within one business day of over-the-counter acceptance	99.5%	100%	99.5%	99.5%
% of property documents presented for recording that are indexed within three business days of mail receipt	73%	82%	93%	85%

Program Comments: The spike in volume of Recorder transactions in 2003, principally relating to low interest rate-based refinancings, settled back to more predictable levels in 2004: from 171,722 recordings in 2002 to 214,264 in 2003, then back to 176,373 in 2004, averaging over 14,700 recordings received, examined, cashiered, indexed and scanned (images stored) monthly for immediate use by the public, businesses and agencies and for archival preservation as permanent Placer County records.

Clerk's/Vital Records Indexing & Copying Program

Program Purpose: To provide the public with accurate and current information regarding births, deaths, and marriages within the County, including certified copies of such documents upon request, while protecting the records from fraudulent use.

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Total Expenditures: \$857,604

Total Staffing: 8.00

- **Key Intended Outcome:** Vital records are promptly filed or registered and indexed and copies issued for use by the public; fraudulent use of vital records is prevented; public access to indexes and copies are by application only when required by law, and public vital indexes comply with the law.

Vital Records Indexing & Copying Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
% of documents and copy requests received that are indexed or issued within three business days of over-the-counter acceptance	99%	99%	99%	95%
% of documents and copy requests received that are indexed or issued within five business days of mail receipt	73%	88%	87%	90%

Program Comments: Privacy concerns continue to shape legislation related to access to Clerk-Recorder records. The total volume of Clerk-Recorder transactions increased 4% from 53,483 in 2003 to 55,683 in 2004, averaging over 4,640 documents received and copies issued monthly.

Countywide Imaging Program

Program Purpose: To support integration of imaged documents into critical Placer County business processes to provide the public and Placer County employees with more timely, comprehensive and accurate information and services.

Total Expenditures: \$53,600

Total Staffing: 0.50

- **Key Intended Outcome:** Imaged documents will be integrated into critical Placer County business processes—with technical support by the County Clerk-Recorder—to provide the public and Placer County employees with timely, comprehensive and accurate information and services.

Countywide Imaging Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
% of departments integrating imaged documents into critical business processes	9%	17%	21%	22%

Program Comments: County departments need support with setting up imaging indexes, converting existing records and effectively integrating imaging into business processes. The County-Clerk-Recorder may request additional staffing in future years to assist departments with these initial efforts and to assure appropriate archival imaging and storage for permanent records. It is expected that existing staff will be able to assist at least one additional Placer County department in FY 2005-06 with new imaging efforts.

CORE FUNCTION: ELECTIONS (REGISTRAR OF VOTERS)

Voter Registration & Outreach Program

Program Purpose: To encourage voter registration through outreach programs and timely and accurate registration processes that will provide all eligible adult residents of the County with maximum opportunities to participate as citizens by voting in elections.

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Total Expenditures: \$621,640

Total Staffing: 6.25

- **Key Intended Outcome:** Voter registration is increased and sustained.

Voter Registration & Outreach Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
% of all eligible voters registered to vote in Placer County	80.00%	81.73%	86.79%	80.00%
% of all eligible voters registered to vote in the State of California	71.30%	68.95%	75.00%	75.00%
Placer County's rank compared to other California counties in the percentage of eligible voters registered to vote	9 th highest in the state	6 th highest in the state	10 th highest in the state	8 th highest in the state

Program Comments: Placer County has among the highest percentage in the State of eligible voters registered to vote due to the department's voter outreach programs, its convenient and service-oriented voter registration efforts, and to the County's demographics (percentage of older citizens.) The County had 165,429 registered voters for the March 2004 Presidential Primary Election; this number increased to 183,202 registered voters for the November 2004 Presidential General Election.

Conducting Elections Program

Program Purpose: To maintain the integrity of the elections process for voters and citizens by conducting fair, convenient, and legally compliant elections, and to provide timely and accurate summary voting information to the media, the interested public, and the Secretary of State's Office.

Total Expenditures: \$3,449,015

Total Staffing: 12.25

- **Key Intended Outcome:** Placer County elections are fair and legally compliant, and vote counting is timely and accurate.

Conducting Elections Indicators	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
% of registered voters in Placer County who vote in statewide elections	64.00%	57.17%	84.33%	60.00%
% of registered voters in California who vote in statewide elections	51.00%	44.29%	76.04%	50.00%
% of the semifinal official canvass (election night counting) completed within three hours of the close of polls	100%	100%	97%	99%
% completion and filling of the official canvass and statement of results within 30 days following each election	100%	100%	100%	100%

Program Comments: The department's outreach efforts, Placer County demographics and an interested electorate all contribute to a higher than average election participation by the County's registered voters. Regarding election night vote counting, the County currently transmits vote counts from regional receiving

Administration & Financial Services

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centers—to which individual precincts bring their ballot tabulations and election materials after the polls close—into the County's "Election Central" for timely election night compiling and reporting. In the November 2004 Presidential Primary Election, election night counting was completed by 11:25 p.m.

Candidate/Public Official Services Program

Program Purpose: To encourage voter participation by increasing the number of candidates running for office through provision of various candidate services and to assure full compliance with the Fair Political Practices Act by candidates and public officials within the County.

Total Expenditures: \$198,925

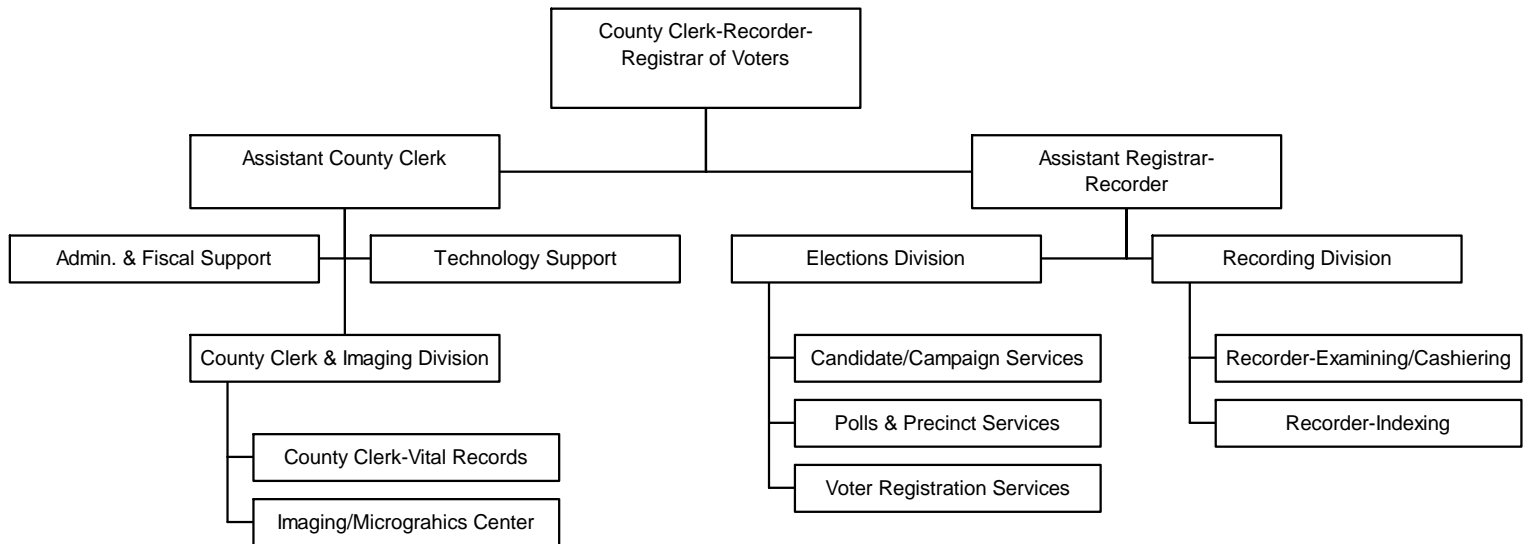
Total Staffing: 2.00

- **Key Intended Outcome:** Voters have choices of eligible candidates to vote for and Placer County candidates and public officials comply with reporting and filing requirements.

Candidate/Public Official Services Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
% of city, special and school district elections with more than one candidate per race	48%	N/A (No General Election)	39.8%	N/A (No General Election)
% of candidate campaign statements and public official conflict-of-interest reports filed timely with the County Clerk	96%	95%	90.7%	95%

Program Comments: The department is committed to supporting candidates for local races through candidate workshops and knowledgeable staff assistance to further participative, electoral democracy in the County. Similarly, timely campaign statements and conflict-of-interest filings help ensure ethical and legally compliant elections and governance. The County is responsible for processing and maintaining over 875 annual conflict-of-interest reports as well as numerous political and committee campaign filings.

COUNTY CLERK-RECORDER REGISTRAR OF VOTERS



POSITIONS: 63

COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS
APPROPRIATION SUMMARY
Fiscal Year 2005-06

ADMINISTERED BY: COUNTY CLERK-RECORDER / REGISTRAR OF VOTERS

Appropriation	FY 2004-05		FY 2005-06	
	Actual	Position Allocations	BOS Adopted Budget	Position Allocations
GENERAL FUND County Clerk/Recorder	\$ 6,869,917	55	\$ 9,737,152	63
TOTAL ALL FUNDS	\$ 6,869,917	55	\$ 9,737,152	63

County Clerk-Recorder

General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
Salaries & Benefits					
1001 Employee Paid Sick Leave		64			
1002 Salaries and Wages	2,154,588	2,281,946	2,990,367	2,990,367	3,045,899
1003 Extra Help	34,962	20,942	77,760	77,760	77,760
1005 Overtime & Call Back	43,987	38,973	52,575	52,575	104,635
1006 Sick Leave Payoff	5,768				
1015 Other Payroll			44,090	44,090	44,090
1300 P.E.R.S.	216,084	412,757	615,742	615,742	627,279
1301 F.I.C.A.	165,859	181,732	228,763	228,763	233,011
1310 Employee Group Ins	333,488	415,374	489,443	489,443	498,614
1315 Workers Comp Insurance	33,248	46,610	51,029	51,029	51,985
Total Salaries & Benefits	2,987,984	3,398,398	4,549,769	4,549,769	4,683,273
Services & Supplies					
2051 Communications - Telephone	86,466	98,898	95,120	95,120	95,120
2290 Maintenance - Equipment	23,613	37,228	43,790	43,790	43,790
2291 Maintenance - Computer Equip	132,146	144,643	196,756	196,756	196,756
2439 Membership/Dues	5,007	3,729	4,300	4,300	4,300
2481 PC Acquisition	112,990	23,417	75,300	75,300	75,300
2511 Printing	72,949	80,392	66,000	66,000	66,000
2522 Other Supplies	23,005	30,269	57,400	57,400	57,400
2523 Office Supplies & Exp	62,606	72,011	73,975	73,975	73,975
2524 Postage	291,290	235,529	307,185	307,185	391,462
2555 Prof/Spec Svcs - Purchased	363,192	379,779	194,500	194,500	266,000
2556 Prof/Spec Svcs - County		28,086			
2701 Publications & Legal Notices	11,132	7,983	15,910	15,910	24,110
2709 Rents & Leases - Computer SW	21,030	24,238	30,000	30,000	30,000
2710 Rents & Leases - Equipment	30,007	31,911	21,500	21,500	21,500
2727 Rents & Leases - Bldgs & Impr	32,174	56,275	62,270	62,270	62,270
2770 Fuels & Lubricants	341	120			
2831 Precinct Costs	345,971	221,465	344,600	344,600	567,337
2832 Election Outreach Costs	3,925	10,779	15,252	15,252	15,252
2833 Voter Registration Supplies		586	5,000	5,000	5,000
2834 Election Supplies	505	1,333	76,000	76,000	76,000
2835 Ballot Printing & Materials	625,795	503,694	510,000	510,000	830,755
2840 Special Dept Expense	228,237	15,615	202,000	202,000	235,347
2844 Training	2,581	6,295	5,200	5,200	5,200
2860 Library Materials	5,912	6,070	3,737	3,737	3,737
2931 Travel & Transportation	25,609	22,656	27,010	27,010	27,010
2932 Mileage	1,986	1,041	2,005	2,005	2,005
2941 County Vehicle Mileage	15,294	18,500	14,000	14,000	16,230
Total Services & Supplies	2,523,763	2,062,542	2,448,810	2,448,810	3,191,856
Other Charges					
3810 Lease Purchase Principal	196,438	1,137,029			
3830 Lease Purchase Interest	65,607	70,827			
3908 Penalties		4,783			
Total Other Charges	262,045	1,212,639			
Fixed Assets					
4451 Equipment	480,212		1,564,500	1,564,500	1,564,500
Total Fixed Assets	480,212		1,564,500	1,564,500	1,564,500
Charges From Departments					
5405 I/T Maintenance - Bldgs & Improvem	77,425	35,803	71,500	71,500	101,500
5456 I/T Miscellaneous Expense	60,000	60,000			
5527 I/T Prof Services A-87 Costs			60,000	60,000	60,000
5552 I/T - MIS Services	132,361	92,714	126,023	126,023	126,023
5555 I/T Prof/Special Services - Purchase	174				
5556 I/T - Professional Services		1,299			

County Clerk-Recorder

General Fund

Fund: 100

Subfund: 0

Appropriation: 22300

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
5557 I/T - MIS Projects	50				
5844 I/T Training	1,428	275			
5880 I/T-Public Safety Svcs	1,243	6,288	5,000	5,000	10,000
Total Charges From Departments	272,681	196,379	262,523	262,523	297,523
Gross Budget	6,526,685	6,869,958	8,825,602	8,825,602	9,737,152
Less: Charges to Departments					
5002 I/T - County General Fund	(180)	(11)			
5004 I/T - Road Fund		(30)			
Total Charges to Departments	(180)	(41)			
Net Budget	6,526,505	6,869,917	8,825,602	8,825,602	9,737,152
Less: Revenues					
6168 Real Prop Transfer Tax	(4,962,951)	(6,693,486)	(4,400,000)	(4,400,000)	(4,462,898)
7232 State Aid - Other		(935,709)	(1,080,162)	(1,080,162)	(1,080,162)
7234 State Aid - Mandated Costs	(12,783)	(18,958)	(200,000)	(200,000)	(200,000)
7326 Federal - Other		(81,376)			
8117 Election Services	(230,026)	(1,020,177)	(57,000)	(57,000)	(57,000)
8141 Civil Process Services	(24,060)	(24,000)	(21,000)	(21,000)	(21,000)
8155 Recording Fees Recorder	(2,075,662)	(1,957,820)	(1,893,838)	(1,893,838)	(1,893,838)
8156 Micrographic Fees	(312,359)	(65,132)	(509,125)	(509,125)	(539,125)
8218 Forms and Photocopies	(6,299)	(5,633)	(5,000)	(5,000)	(5,000)
8254 Recorders Automation Fees	(295,275)	(246,979)	(512,856)	(512,856)	(564,749)
8312 Candidates Statement Fees	(10,410)	(46,952)	(9,000)	(9,000)	(9,000)
8761 Insurance Refunds	(430)				
8764 Miscellaneous Revenues	(8,936)	(8,834)			
Total Revenues	(7,939,191)	(11,105,056)	(8,687,981)	(8,687,981)	(8,832,772)
Net County Cost	(1,412,686)	(4,235,139)	137,621	137,621	904,380